

REQUEST FOR QUALIFICATIONS



January 19, 2018

RFQ: 2018-001 A and / or B Professional Architectural Services for the following projects:

A: Courthouse Exterior Renovations and Sallyport Addition

B: New Sheriff's Office Administration Building

Introduction

Yadkin County is located in the Yadkin Valley area of the state, just west of the piedmont triad area. The county is rural in nature with four municipalities and a population of approximately 38,000 people.

Project Summary

- A. The current Courthouse located on State Street in Yadkinville was constructed in 1958 and its exterior design does not resemble a traditional Courthouse and does not contain a safe and secure entrance for judicial officials or the transport/entrance of inmates. This project will add a sallyport or safe entry point for judicial officials, as well as the inmates. Currently, everyone uses the front entrance to the Courthouse. This project will also alter the exterior façade of the Courthouse to be more traditional.
- B. The Sheriff's Office has outgrown its office space for Administration, Patrol and Investigations. The decision has been made to construct a new facility for their Administration / Public access on existing property in close proximity to the existing building and Detention Center on Cherry Street in Yadkinville. It will also include a small sallyport and commercial washer/dryer connection for the Detention Center.

Both properties are owned by Yadkin County and within the Town of Yadkinville's incorporated limits, and as such buildings must comply with Town Ordinances.

Issuing Officer / Contact

Questions and requests for clarification regarding this RFQ must be submitted to:

Lisa L. Hughes, County Manager
PO Box 220
217 E. Willow Street
Yadkinville, NC 27055
Phone: (336) 849-7900
Fax: (336) 849-7920
Email: lhughes@yadkincountync.gov

To avoid confusion and to provide consistency in reporting, this project has been assigned the following identification numbers and titles. Please include them in all correspondence:

RFQ 2018-001 A: Courthouse Exterior Renovations and Sallyport Addition
RFQ 2018-001B: New Sheriff's Office Administration Building

General Comments

Architectural firms interested in responded to the RFQ shall submit a **Letter of Intent** to the Issuing Officer/Contact no later than **January 30, 2018**. Firms may submit responses for either or both of the projects and responses should be labeled accordingly.

The County reserves the right to approve all personnel working on these projects. Key personnel may not be removed, reassigned or replaced without prior approval from the County.

Yadkin County encourages participation by minority and women-owned businesses and respondents should be prepared to provide evidence of such classification and/or attempt to engage such firms within the qualification's package.

Yadkin County will not be responsible for the failure of any email delivery service to deliver a proposal response prior to the due date and time. It is solely the Respondents' responsibility to: 1) ascertain that they have all required and necessary information, documents and addenda prior to submitting a response, 2) ensure that the response is received at the correct location and time (late responses, regardless of delivery means will not be accepted), and 3) the response is free of errors and complies with the request.

The County reserves the right to reject any and all RFQ submittals or any portions thereof, and to select the RFQ which in its opinion is in the best interest of the County. The County may select separate architectural firms for each project.

Proposals are not to include price or hourly rates. Price and contract negotiations will begin once the architectural firm(s) selection has been made.

Scope of Services

The Architect shall meet with county management and staff to finalize the building renovation, addition and new building.

The Architect shall provide professional architectural design services to include:

- Schematic design
- Cost estimation
- Design development
- Permit acquisition
- Construction drawings
- Bidding and award services
- Construction administration services
- Project closeout including record drawings
- Other services customarily furnished by an Architect and its consultants on similar projects.

Amendment to the RFQ

If it becomes necessary to revise any part of this RFQ, addenda will be issued to all **professionals who have submitted a letter of intent to propose**. The Professional in the proposal must acknowledge all addenda. Additionally, only submitted written questions may be addressed in Addenda; verbal questions and responses are not official and in no way change the requirements of this RFQ. The RFQ may be amended or withdrawn at any time by Yadkin County.

Proposal Requirements

- Corporate background, experience and statement of qualifications
- Project staffing and organization including key principal and associate staff; identification of any associate firms and their key principal and associate staff and their responsibilities
- Identification of Team Project Manager
- Project Team organizational chart
- Detailed resumes of the project team members and relevant project experience
- Minimum five (5) client references from similar projects within the last 5-6 years including telephone number and email contact information
- Evidence of understanding the Scope of Work
- Describe the anticipated project approach including work plan, proposed meetings, schedule, scope of work and approach to project budget control including if a third-party cost control consultant will be utilized
- Describe in detail steps that will be taken by your team to guard the Owner against defects and deficiencies in the work of the contractors during the construction phase

- Explain how your team manages the process of reviewing subcontractor submittals, clarification requests, and issuance of bulletin drawings, reviews of contractors' cost proposals, review and justification of change orders, payment requests, final inspections and assembly of the project close-out documents.

Important Dates

- January 30, 2018 by 5:00pm Letter of Intent to propose submitted to the County
- February 21, 2018 by 5:00pm RFQ submission deadline to the Issuing Officer

Selection Criteria

Yadkin County will use a combination of criteria in the evaluation process, including, without limitation, overall qualifications, relevant experience with comparable facilities, references and such other as Yadkin County may use in its sole discretion.

- Specialized, appropriate expertise for the type of project
- Organizational chart and project team expertise
- Proposed design approach and innovative design solutions for projects of these types
- Project quality control plan including recent experience with cost control, change orders, and maintaining design and construction schedules
- Current workload of the firm's personnel
- Record of successfully completed projects without major legal or technical problems.